Presentation/Workshop Planning Form

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| **Question** | **Response** |
| Why am I doing this workshop/presentation? |  |
| What are my goals and objectives? |  |
| What does my audience expect to gain from this workshop/presentation? |  |
| What should my audience already know about the topic?* Is there pre-work that I want the participants to do before the workshop?
* How will I get the materials to them?
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| What are my key points? |  |
| What are the main things that I want the audience to remember the most?* Is it practical?
* Is it relevant?
* Does it apply to the current needs of the group?
* What will I do to assist the group to remember the main points?
* What will I do to help the participants transfer what they have learned to their back-home situations?
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| What format or methods will I use?* Do they match my goals and objectives?
* Will they motivate/stimulate the audience?
* Is there enough variety?
* Are the learning activities appropriate?
* Are they relevant?
* Are they sequenced correctly?
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| What materials will be needed?* For me?
* For the participants?
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| What if I run out of time or have too much time?* What activities could be expanded or eliminated without causing confusion or preventing the participants from learning?
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| What audio-visual equipment do I need?* Where will it be placed?
* What will I use if the equipment fails?
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| How will I establish a learning environment conducive to learning?* How will I introduce myself?
* What warm-up activity will I use at the beginning? (time needed, purpose?)
* What warm-up activity will I use after lunch? (time needed, purpose?)
* How will I establish ground rules? (Activity, purpose, time needed?)
* Where will I position myself during the presentation?
* When will we have breaks? How long? How many?
* How will I arrange the room?
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| Do I want to exhibit resource materials?* If so where will I display them?
* How do I want them arranged?
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| What handouts will I need?* Are they prepared?
* How will I distribute them? (before, during or after the workshop?
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| How will I evaluate the workshop?* What information would I like to know?
* How will I gather that information?
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